

# Arizona Department of Real Estate | 2014

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**Position:** Investigative Auditor

**Department:** Auditing & Investigations

**Job Description:** The duties of the Auditor include, but are not limited to the following:

- Perform complex audits of financial, operational and transactional records of brokerages to verify compliance with the Arizona real estate statutes and rules. Audits may be conducted onsite or electronically.
- Inspect, examine and analyze complex real estate documents and financial statements/ accounts Prepare comprehensive summary reports with appropriate documentation to support findings of fact and recommendations for corrective action, referral for disciplinary action through an administrative hearing, referral for criminal prosecution to the Attorney General's Office and/or closure of the case file
- Investigate incoming complaints as assigned.
- Assist walk-in constituents and respond to incoming e-mails and telephone calls
- Conduct interviews in person or by telephone.
- Interface with other governmental /investigative agencies and potentially testify at administrative hearings and/or in a court of law as a witness for the Department as needed.
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Proven experience in forensic auditing / accounting
- Thorough knowledge of the General Accepted Accounting Principles, as well as, practices of auditing and accounting
- Thorough knowledge and proven experience in audit interviewing and investigative techniques
- Three to five years of experience as an Auditor in a financial setting; in a regulatory setting (preferred).
- Extensive experience in applying/ interpreting auditing and accounting techniques
- Ability to organize, prioritize and perform multiple tasks to complete job functions expeditiously
- Ability to work within deadlines
- Ability to exercise good judgment in safeguarding confidential and sensitive information
- Knowledge of Arizona Title 32 (Real Estate) Statutes; Arizona Title 13 (Criminal) Statutes; Real Estate Commissioner's Rules; other state and federal laws pertinent to real estate
- Thorough knowledge of Real Estate practices and documents

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- General knowledge of computerized software products and application, including as they are applied in auditing and accounting processes and investigations, data source exploration, internet access, digital photography, etc.
- General knowledge of legal terminology and court proceedings
- Strong written and oral communication skills, including proven experience in detailed report writing; exemplary skills in proper grammar
- Skill in using the internet as an investigative/ auditing tool; Testifying in Administrative Hearings
- Skill in the use of Microsoft Word, Excel, Visio, etc., to prepare and produce qualitative reports
- Strong analytical skills
- Ability and proven experience in recognizing fraud red flags
- Strong interpersonal skills
- Current Arizona Driver's license Bachelor's degree with emphasis in forensic accounting or six years equivalent experience in a professional business environment with an emphasis on auditing and forensic accounting preferred. • Prior education or experience to include a familiarity with the real estate industry, preferably demonstrated by having had a real estate salesperson or broker's license.

Salary: Range begins at \$33,435.17

Qualified applicants shall apply by sending completed resume to [sdobbins@azre.gov](mailto:sdobbins@azre.gov)

No phone calls, or office visits

This position is not covered by the State Personnel Merit